

SECRET

Security Information

29 December 1952

MEMORANDUM FOR: General Counsel

SUBJECT : Summons for Jury Duty of TSS/DD/P Employee

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1. [REDACTED] has been summoned to serve as [REDACTED] beginning at 0945 hours on Monday, 5 January 1953, in Court Room No. 20 at United States District Court of the District of Columbia, North Side of Constitution Avenue between 3rd Street and John Marshall Place, N. W. The duration of this jury duty is unknown to this office.

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2. [REDACTED] is employed in the Graphic Arts Reproduction Division of the Technical Services Staff as a Process Photographer (salary \$3.24 per hour).

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3. GARD has just completed alterations to its new quarters; a large quantity of capital equipment is in the process of being installed so that production activities may be resumed, and so that those activities which will be phased-down by the reduction in [REDACTED] may be assumed by GARD. [REDACTED] is in charge of the Process Photo Section. The two other members are new to GARD and would not be able to carry on without [REDACTED] supervision. The loss of [REDACTED] services at this critical time when the section is installing new equipment and adapting itself to its use would be a serious handicap to GARD's present and future efficiency.

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4. It is therefore requested that appropriate action be taken to excuse [REDACTED] from jury duty. It is further requested that this office be notified of any action by your office in this connection.

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[REDACTED]
Chief, TSS/DD/P